



**DEPARTMENT OF
BUDGET & MANAGEMENT**

**CONSULTING AND TECHNICAL SERVICES CONTRACT (CATS)
STATE ADPICS PROCESSING PROCEDURES**

The following outlines the general ADPICS process for creating a purchase order for the Statewide CATS Contract **effective December 21, 2005**. ADPICS will be utilized as the procurement component of a task order award. Refer to the Task Order Request for Proposal Preparation, Selection, and Award Process the TORFP process for those instructions. Any questions should be directed to the DBM Contract Manager (CM) Susan Woomer.

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PART 1 : Task Order Request For Proposal (TORFP) Solicitation

1. The agency Task Order Procurement Officer (TOPO) releases TORFP using an agency direct purchase order as the TORFP project number.
 - a. The direct purchase order must a release against the DBM CATS Master Blanket Purchase Order # 050B6800025.
 - b. The initial vendor code for all agency TORFP's is CATS-MASTER CONTRACT, # 1410260754.
 - c. The agency should establish/confirm the agency necessary ADPICS initialing approval path to obtain all agency IT, Procurement, Fiscal, online approvals. (Note: this is your agency's internal approval path and **does not include DBM or the BPW**).

PART 2: Award

1. Upon completion of Part 1, and the agency will be ready to make a task order award and finalize the direct purchase order.
2. The agency task order manager (TOM) to finalize the purchase order release against the DBM CATS Master Blanket Purchase Order (BPO) # 050B6800025 via the following process:
 - a. Select the vendor to be awarded the task order from PCHL2349, the BPO Vendor Selection screen. *(There are two hundred & seventeen (217) Master Contractors on the CATS Master Contract, so use caution when selecting the vendor)*
 - b. Select the commodity from PCHL2348, BPO detail screen, for the corresponding task order functional area of the task order. *(There are fifteen (15) commodity codes representing the fifteen (15) different functional areas on the CATS Master Contract, so use caution with selecting the commodity code).*
 - c. Complete the PCHL2356, Purchase Order Additional Elements screen with valid data representing the agency task order. **Please note, all MBE reporting is the agency's responsibility under the CATS contract.**
 - d. "Post" the agency finalized purchase order. It will automatically include DBM CM with ADPICS commodity approval processing. The purchase order will arrive in ADPICS dept. 050P1, Levels 800 & 900 for DBM final posting.
 - e. DBM CM will either approve or reject with an explanation and email to the agency.
 - f. After DBM CM final approval, the agency will be responsible for printing, signing, and sending the approved purchase order to the selected Master Contractor.